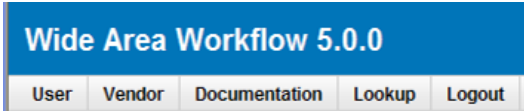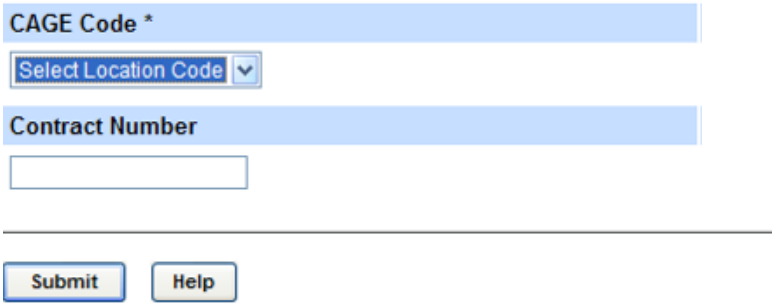# View Vendor Documents

Overview   The "View Vendor Documents" folder acts as a history folder for documents that have been submitted by the Vendors CAGE Code. All submitted documents can be located within this folder. By viewing documents found in this folder you can identify what their current status is and see what actions have been taken by viewing the Misc. Info tab within the document.

Procedure   Follow the steps below to view the Vendor Documents folder.

Step	Action
1	After Logon, click on the Vendor link at the top of the screen. **Wide Area Workflow 5.0.0** User Vendor Documentation Lookup Logout
2	Click on **History Folder**. **Vendor** Create Document History Folder Rejected Receiving Reports Folder Rejected Invoices Folder Correction Required Folder Documentation Required Folder Save Documents Folder Pure Edge Folder
3	Select the **CAGE Code.** All other fields are optional but will narrow the search results of entered. Click the **Submit** button. CAGE Code * Select Location Code ⌄ Contract Number Submit Help

View Vendor Documents

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
4	To view a document click on the blue hyperlink found under the Shipment Number, or the Invoice Number columns. **Vendor Documents from Active Folder for '027M9' (95 items, sorted by Contract Number)** <table><tr><th>Item</th><th>Type</th><th>Vendor (Payee)</th><th>Contract Number↓</th><th>Delivery Order</th><th>Shipment Number</th><th>Submitted</th></tr><tr><td>1</td><td>Telecom (Non-Contractual)</td><td>027M9</td><td>W5TELE10M027M9001</td><td></td><td>TELN500</td><td>2010-09-02</td></tr><tr><td>2</td><td>Misc. Pay</td><td>027M9</td><td>W5REIM10A027M9017</td><td></td><td>W5REIM10A027M9017</td><td>2010-10-27</td></tr><tr><td>3</td><td>Misc. Pay</td><td>027M9</td><td>W5CLTH10L027M9001</td><td></td><td>W5CLTH10L027M9001</td><td>2010-08-26</td></tr><tr><td>4</td><td>Combo D/D</td><td>027M9</td><td>TESTINGPR0540</td><td>0010</td><td>TEST540</td><td>2010-10-13</td></tr><tr><td>5</td><td>Receiving Report S/S</td><td>027M9</td><td>TESTINGPR0540</td><td>0001</td><td>TEST008</td><td>2010-10-13</td></tr><tr><td>6</td><td>CV-Direct</td><td>027M9</td><td>N6832208M1234</td><td></td><td></td><td></td></tr><tr><td>7</td><td>Invoice</td><td>027M9</td><td>N6660409C1628</td><td></td><td></td><td></td></tr></table>
5	Review the document by click each of the links. The Misc. Info tab contains the actions taken on the document. **Vendor - Receiving Report** Expand All Collapse All [+]Document Information [+]Line Item Information [+]Address Information [+]Misc Information [+]Workflow Information
6	Click the **Previous** button to go back to the Vendor folder. [Previous] [Print Document] [Help]